



FACULTY OF ENGINEERING -WORKPLACE ADVISORY COMMITTEE AGENDA

Minutes of the Faculty of Engineering Workplace Advisory Committee meeting (1/2010) held on Tuesday, 9th March. 2010 2.30pm, Room 8.114

Attendance:

Ron Marshall (Chair)	Wayne Ireland
Roma Hamlet	Peter Wypych
Oliver Kennedy	Mark Reid
Ian Laird	Bill Zealey

1. Preliminary Business

- 1.1 Apologies – Jose Humberto Dominguez Davila, Tara McIntyre, Greg Tillman. Jose Davila resigned as postgraduate student representative.
- 1.2 Confirmation of Previous Minutes – 5/2009 - confirmed.
- 1.3 Action from Previous Meeting – progress reports

No.	Item	Discussion	Action	Complete
1	Overheating in Bld 4 offices	No airflow in building	10/3 – Wayne Ireland to request latch to be put on door 28/4 – Security does not agree to latch on door. Wayne chocked door and monitored air flow. 4/8 - Working Party on Thermal Discomfort formed. 22/9 – Ellen to speak to Mark Stevenson regarding insulation problem. 9/3/10 - In progress.	To be reviewed in Summer. Ellen to report to Working Party
2	Liquid Nitrogen in lifts	Carrying of liquid nitrogen in lifts	10/3 Ellen Manning to follow up with Rodney Vickers 28/4 – Several suggestions discussed. Plastic signs to be placed in lifts with dewars and gas bottles. 2/6 – Wayne to follow-up on whether the OH&S Unit or technical staff will be responsible for this. 4/8 - Signs in Bld 15 to be installed 22/9 - Outstanding 9/3/10 - Complete	Wayne to follow-up with OH&S unit Wayne to organise
3.	Faculty Induction Form	Training to be included, Page 3 to be deleted,	10/3 – Wayne Ireland and Ian Laird to work on document. 28/4 – Research Project deleted. Training to be added. Email list requests to be changed. 2/6 – Wayne to report at next meeting 4/8 - Form being updated together with AHA Form 22/9 - Outstanding 9/3/10 - Procedure for HOS meeting.	Wayne Ireland to update form Wayne to send new form and ask for feedback.
4.	Chemalert	Updating	28/4 – MSDS hard copy to Wayne. Wayne to give to Ellen to put on Chemalert 2/6-Ron to check with Ellen if complete 4/8 - Reminder to be sent out regularly. Staff to liaise with Wayne and Stephanie to be called in to update. 22/9 – 2008 to June 2009 has been entered into Chemalert. Considering having Stephanie work one day a week to keep the system up to date. 9/3/10 - Stephanie has finished this. New procedure is all chemical purchases go to Wayne. Complete	Ellen to arrange for update of Chemalert Ellen to ask Stephanie to see Ron
5.	Contacts	Each school needs 3 contact people for contractors to enter the lab	2/6 – Ellen to pass on a list she has of contacts for each school if unauthorized personnel need to enter labs. 4/8 - List to be updated. 22/9 - Outstanding 9/3/10 - Wayne waiting for response from B&G	Ellen to pass list onto Wayne. Wayne to update list. and send to B&G.
6.	Handling of Money	Admin staff handling money	4/8 - Discussed. Risk Assessment to be completed by Admin Manager 22/9 – Tara to ask Lorelle to complete RA 39/3/10 - Complete.	Lorelle Pollard to do RA Tara to follow up
7.	HOS Report	Monthly Safety Report produced for HOS Meeting	4/8 - Report to be tabled at WAC Meetings 22/9 – Report will not be available until to equipment register has been reviewed as it ties into the HOS report. Report will allow more accurate figures. 9/3/2010 - Complete	Wayne Ireland Wayne to update equipment register

8.	Greg Tillman	Incident report for contractors entering labs	22/9 – Issue of contractors entering labs without notifying the person in charge of the lab 9/3/2010 - Complete	Greg Tillman to enter in an incident report
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2. Reports

- 2.1 Hazard and Incident Reports
- 2.2. University OH&S Committee Report – I Laird
Reported on Annual Report for 2009. Total number of claims have increased. Lost time injury claims have decreased. Psychological stress claims have been low.
- 2.3. School and Institute Safety Committee Reports – CME, MMM, Phys
CME Safety Committee had discussed heat in staff offices, noncompliance of SWPs, and the updated After Hours Access form.
MMM Safety Committee had discussed the equipment register and the issue with approval of SWPs. There had been SWPs dated back from Jan 2008 waiting for approval on safetynet. There were outstanding FSAE SWPs. Paul Cooper had requested Labels on equipment. A Mechanical student had an incident while doing work experience. Fire exit in Bld 1 was unsafe and had been reported to Buildings & Grounds. Paul Cooper is seeking advice on the upcoming Workcover Audit. Paul Cooper will discuss at next school meeting the supply to Phd students of lab coats.
Physics- completed most outstanding action items. There is an issue on disposal of batteries in first and second year labs. Joseph Horvat is new Chair of the Physics Safety Committee.
- 2.4 Lab Safety Inspections and Follow Up
CME have 3 labs not inspected. MMM have 6 labs not inspected. Follow-ups inspections have been completed and main issues were inappropriate storage of chemicals and general housekeeping, including signage and first aid kits. The inspection schedule to be the same as last year.

3. Faculty of Engineering WAC Issues

- 3.1. As discussed at the October OHS committee meeting supervisors need to ensure that a process is in place for risk assessments to be conducted and approved prior to the commencement of research work/tasks.
- 3.2. Chemical Stocktake on ChemAlert - discussed.
- 3.3. SafetyNet - Statistics distributed.
- generic Risk Assessments now available
- Transfer of Safe work procedures to SafetyNet
- 3.4. OHS Records keeping - the requirements for documentation of OHS records, eg Fieldwork risk assessment and plan:
- Local **OHS Records Index** lists the name, disposal date, custodian and storage location for all local OHS documents which have been developed in the Unit.
- The local **document register** lists the document name, review date and custodian for all local OHS documents (see appendix 2 of OHS Document Control & Records Handling Guidelines).
The timeframes for disposal of OHS records is listed in Appendix 1 of OHS Document Control & Records Handling Guidelines.
- 3.5 WorkCover Audit to occur at UoW during April-June 2010
- 3.6 Commercial Research policies and guidelines for use by staff consulting to external companies:
<http://www.uow.edu.au/research/forms/index.html>
- 3.7 Bld 2 & 8 Evacuation Report - discussed.

4. Other Business

- 4.1 Building 1 Materialography Lab - student reported safety glasses are steaming up. Committee members suggested student has wrong type of safety glasses and should be requested to purchase more appropriate safety glasses.
- 4.2 Communication of Emergency Procedures for lectures and lab classes - confirmations were being received by the Faculty Office.
- 4.3 Field Activity Form - staff are to be reminded that these must be completed before any field activities are carried out.
- 4.4 WAC pro forma for Agenda - Agreed to continue using Faculty Agenda pro forma and to include Review of First Aid Requirements, Review of Building Wardens, and Staff/Student Training as standard items.
- 4.5 Fire Exits in Bld 8 - Paul Cooper was concerned regarding access to fire exits from the eastern end of Bld 8.

5. Date of Next Meeting – Tuesday, 27th April 2010

Ron Marshall
Chair

OUTSTANDING ACTION ITEMS

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